Disaster Recovery Plan Review Checklist

A High-Level Internal Planning Tool to Assist State Agencies with Their Disaster Recovery Plans

November 2008

Agency/Department Name:	
Division Name:	
Section Name:	
Point of Contact Names:	
Plan Administrator:	
Email Address:	
Telephone Number:	
Disaster Recovery Planner:	
Email Address:	
Telephone Number:	
Date:	
REVISION DATES: **By:** **Email Address:**	

INSTRUCTIONS:

The following checklist is being provided as an internal planning tool that will help state agencies review and address essential elements needed for recovery and provide a method for documenting the status of future planning efforts. **Its use is optional.** It will assist agencies in identifying their strengths, weaknesses, and gaps in their current recovery planning processes to provide a stronger plan for recovery of the critical information and technology. This checklist may be completed by the agency's Disaster Recovery Coordinator or used as a survey tool for agency programs.

The California Office of Information Security and Privacy Protection acknowledges that some agencies may have a need for a more detailed checklist. We encourage agencies to modify this checklist to meet the individual agency needs.

Review the planning elements in the column on the left and check the appropriate box to document the status of completion of the element (fully, partially, or not yet addressed), add comments or follow-up questions (if applicable), and in the Plan Reference column, record the plan name, date of the plan, section name, and page reference to where the information is located.

On a separate sheet, consider attaching an explanation for each planning element that is partially addressed or not yet addressed in the Disaster Recovery Plan (DRP). Include an agency Point of Contact(s) for obtaining additional information. It is recommended that a copy of the completed checklist is stored with the agency's DRP.

	Planning Elements	Fully Addressed (Yes or No)	Partially Addressed More Development Needed (Yes or No)	Not Addressed Yet More Development Needed (Yes or No)	Additional Comments or Questions	Plan Reference Include plan name, plan date, section name, and page number reference. Used to quickly find elements in the planning document.
1.	Does our department have a current Business Impact Analysis (BIA)? If Yes, when was the last update?					
2.	Are critical processes documented and included in this Disaster Recovery Plan (DRP)?					
3.	Is a communication plan included?					
4.	Are several communication channels included?					
5.	Are call trees and lists, staff names, and recovery procedures documented - automated and/or manual?					
6.	Are there layers of contingencies such as IT and/or manual workarounds documented?					
7.	Does the DRP require an alternate site for recovery?					

	Planning Elements	Fully Addressed (Yes or No)	Partially Addressed More Development Needed (Yes or No)	Not Addressed Yet More Development Needed (Yes or No)	Additional Comments or Questions	Plan Reference Include plan name, plan date, section name, and page number reference. Used to quickly find elements in the planning document.
8.	Does the DRP specify the level of service (which the business owner has agreed to be acceptable) to be provided while in recovery mode?					
9.	Does the DRP have distinct management and staff assignment of responsibilities immediately following a disaster and continuing through the period of re-establishment of normal operations?					
10.	Does the Facilities Section have predetermined contracts to recover facilities and/or rebuild plans for critical computing equipment and business area workstations?					
11.	Are the operational procedures documented in a systematic fashion that will allow recovery to be achieved in a timely and orderly way?					
12.	Does the DRP identify hardware and software critical to recover the mission critical business and/or functions?					

	Planning Elements	Fully Addressed (Yes or No)	Partially Addressed More Development Needed (Yes or No)	Not Addressed Yet More Development Needed (Yes or No)	Additional Comments or Questions	Plan Reference Include plan name, plan date, section name, and page number reference. Used to quickly find elements in the planning document.
13.	Does the DRP provide for print to mail services to be forwarded to the alternate facility?					
14.	Does the DRP identify necessary support equipment (forms, spare parts, office equipment, etc.) to recover the mission critical business and/or functions?					
15.	Do we have UNINTERRUPTIBLE POWER SUPPLY (UPS) for critical systems and/or business area workstations?					
16.	Do we have a back-up generator? If so, how much time can it run supporting critical systems, technical staff and business area workstations?					
17.	Do we have a hot/cold site vendor on contract? If so, does the vendor have UPS and generator back-up?					
18.	Is a current copy of the DRP maintained off-site?					
19.	When was the off-site copy last updated?					

	Planning Elements	Fully Addressed (Yes or No)	Partially Addressed More Development Needed (Yes or No)	Not Addressed Yet More Development Needed (Yes or No)	Additional Comments or Questions	Plan Reference Include plan name, plan date, section name, and page number reference. Used to quickly find elements in the planning document.
20.	Is there an audit trail of the changes made to the DRP?					
21.	Do all users of the Disaster Recovery Plan have ready access to a current copy and/or copies at all times?					
22.	Do all employees responsible for the execution of the DRP receive training?					
23.	Are all critical or important data required to support the business being backed-up? If so, how often? If not all, list business areas/applications covered and not covered.					
24.	If back-ups of critical systems, applications, and data are being performed, are they stored in a protected location (offsite)?					
25.	Is there a training, testing/exercise (TT&E) plan included?					
26.	Does the TT&E plan list exercise type, sequence, and frequency of occurrence?					

	Planning Elements	Fully Addressed (Yes or No)	Partially Addressed More Development Needed (Yes or No)	Not Addressed Yet More Development Needed (Yes or No)	Additional Comments or Questions	Plan Reference Include plan name, plan date, section name, and page number reference. Used to quickly find elements in the planning document.
27.	Do we conduct exercise(s) of the DRP at least annually?					
28.	How often and what method(s) are used to test the DRP?					
29.	Based on the Joint Assessment has the Team determined that the Disaster Recovery Plan and Exercises have met all requirements to provide reasonable assurance that the plan will work in the event of a disaster?					
30.	Has the Corrective Action Plan been completed and closed?					
31.	Are there DRP Maintenance Procedures and Schedules?					
32.	Is the summary of changes made to plan since last submission been documented?					
33.	INTENTIONALLY LEFT BLANK – Add additional lines if needed					